

Instructions: This form should accompany the Modified Pre-Design and is to be completed for all new leases, purchases, relocations or expansions over 500 square feet. This tool is designed to provide an estimated rentable square footage. Refer to the State Facilities Workplace Strategies and Space Use Guidelines for more information.

Data supplied in this document will be used to:

Evaluate the agency's request for space

Percent of Workspaces to Number of Users

Planned User Growth

1

Develop the request for proposal or market search for space

Evaluate qualifying proposals ability to meet the program needs

Assist in developing a space plan

The following pages include summary instructions at the top of each page.

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Project Summary Information (compiled from the following tables)		
Project Title: NEW Richland Field Office	Date Submitted:	9/23/2021
Existing Facilities Total Square Feet: -		
Facility Area Summary		Planned
Square Feet for Workspaces		2,380
Square Feet for Meeting & Focus Space		1,340
Square Feet for Office Support		430
Square Feet for Storage & Files		300
Square Feet for Program Special		1,495
Occupant Area		5,945
Base Building Circulation (40% of Total Occupant Area)		2,378
Usable (Total Occupant Area + Base Building Circulation)		8,323
Building Service and Amenity Areas (10% of Usable Square Feet)		832
Total Rentable Square Feet		9,155
Square Feet for Warehouse and Special Equipment (Not in Circulation Area)		0
Total Project Square Feet		9,155
User and Workspace Summary	Existing	Planned
Resident	0	37
Internally Mobile	0	0
Externally Mobile	0	8
Remote	0	0
Vacant	0	0
Total Users	0	45
Total Offices	0	3
Total Workstations	0	31
Total Mobile Benches	0	0
Total Touchdown Spaces	0	4
Total Workspaces	0	38
Rentable Square Feet Per Users	0	203
Rentable Square Feet per Workspaces	0	241

Planned Workspace Growth #DIV/0!

0.0%

84.4%

#DIV/0!

Project Summary

PROJECT TITLE: NEW Richland F	ield Office				Date: 09/23/2021					
Instructions: Identify the position / u	ser type, the current and	l planned work pattern	type, worksp	ace type an	d the space allocated for e	ach workspace. Ir	nclude the nu	umber of use	rs and the w	orkspace count for each space type.
Definitions are below the table.										
USERS AND WORKSPACES										
	USER INFORMAT	TION			V	VORKSPACE INF				
POSITION / USER TYPE	CURRENT WORK PATTERN TYPE	PLANNED WORK PATTERN TYPE	EXISTING FACILITY USER	PLANNED USER COUNT	WORKSPACE TYPE	SPACE ALLOCATED FOR EACH	EXISTING FACILITY WORK-	PLANNED WORK- SPACES	TOTAL PLANNED SQUARE FEET	NOTES If requesting an office(s) please describe the work being performed in the space that meets the space guideline
			COUNT			WORKSPACE	SPACES		FEET	criteria. This position spends much of their day in confidential
COMNTY CORR SUPV - FIELD		Resident		1	Office	100		1	100	conversations regarding sensitive supervised individuals.
COMMITT CONTROL VINEES		rtooldont		<u> </u>	Cinco	100		·	100	This position spends much of their day in confidential
COMNTY CORR OFR 3		Resident		2	Office	100		2	200	conversations regarding sensitive supervised individuals.
										This position spends much of their day in confidential
COMNTY CORR OFR 2		Resident		24	Workstation	64		24	1,536	conversations regarding sensitive supervised individuals.
OFF ASST 3		Resident			Workstation	64			64	This position spends much of their day in confidential conversations regarding sensitive supervised individuals.
GRE		Resident	ł	0	Workstation - Shared	64		4	256	GRE Staff will share cubicle spaces due to mobile work.
Hearings Officer	+	Resident	<u> </u>	1	Workstation - Shared	64		2	128	ONE Stall will share cubicle spaces due to mobile work.
Touchdown Space		Externally Mobile		8	Touch Down Space	24		4		Drop in location for visiting staff to work
Todondown opaco		Externally mobile	t	Ť	rodon Bonn opdoo			·	-	g
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TOTAL									-	
TOTAL			-	45				38	2,380	

WORKSPACE TYPE Office Workstation Mobile Bench SQUARE FEET RANGE DEFINITION 100-150 An enclosed in DEFINITION An enclosed unassigned or assigned space used by a resident user with floor-to-ceiling walls. An open or partially enclosed, unassigned or assigned space used by a resident or internally mobile user. A workstation in a bench format, unassigned or assigned, used by an internally or externally mobile user. An unassigned space that provides open seating in varying forms to conduct work on an irregular basis or for short periods of time. Touchdown Space

<u>Definitions</u>

User: Any person who routinely works at a facility of any amount of time and may have an assigned workspace.

Resident: A user who typically spends at least 75% of his/her time in the facility (with more time spent at the workspace than away from it).

Internally Mobile: A user who is away from his/her workspace or somewhere else in the facility more than 50 percent of the time.

Externally Mobile: A user who spends at least 50 percent of his/her time outside the facility working in the field, from home or from other external locations.

Remote / Visitor: A user who is occasionally (one-four days per month) in the facility.

Page 2 Users & Workspaces (1)

category.											
MEETING & FOCUS AREAS			CDA	CE CALCIII A	TION			T			
	NUMBER	SPACE CALCULATION									
TYPE OF SPACE	NUMBER OF USERS PER SPACE	SQUARE FEET PER USER	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL USERS PLANNED	PLANNED SQUARE FEET	NOTES			
Training Rooms	20.00	35	700		1	20	700	Staff Meeting/Training Room			
Training Rooms	16	20	320	-	2	32	640	Supervised Individual Group Classes (Chemical Dep, T4C			
Conference Room	6	15	90			-	-	GRE Staff Conference room, and GRE Class for Supervised Individuals.			
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TOTAL USERS			-			- 52	-				
TOTAL USERS TOTAL MEETING AND FOCUS	20105					52	1,340				

Date: 09/23/2021

PROJECT TITLE: NEW Richland Field Office

SPACE TYPE

Focus Rooms Focus Points

Training Rooms

Conference Rooms

Collaboration Space

Page 4 Meeting & Focus Space

A nonreservable space that is open or semi-enclosed for informal meeting.

An enclosed space with limited visual and/or acoustical distractions for one to four users.

A nonreservable, semi-enclosed space with limited visual and acoustical distractions for a single user.

An enclosed space for meetings

An enclosed space for recurring specialized training.

SQUARE FEET PER USER | DEFINITION

25-35

OFFICE SUPPORT					
		SPACE CA	LCULATION		
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES
Breakroom	200		1	200	Staff Break room
elecom	50		1	50	Exhisting Room in new space
Vellness Room	100	-	1	100	Enclosed space provided for staff wellness use.
lectrical/Mechanical Room	80		1	80	
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TOTAL SQUARE FEET FOR OTH	IER OFFICE SUPPORT	REAS		430	

Date: 09/23/2021

PROJECT TITLE: NEW Richland Field Office

SPACE TYPE	DEFINITION
Wellness	A semi-enclosed or enclosed space provided for staff.
Lactation Space	An enclosed space that is sanitary, safe and private, and not a restroom, that allows for breastfeeding or expressing breast milk.
Break/Social Hub	A multipurpose space that is open, semi-enclosed or enclosed that provides opportunities for people to connect with colleagues, perform concentrative or interactive
	work, and enjoy beverages and food.
Shower	
Staff Lockers	
Print/Scan	
Telecom/LAN	

Page 5 Office Support

TORAGE & FILES AREAS					
		SPACE CA	LCULATION		
TYPE OF SPACE	SQUARE FEET PER SPACE	EXISTING QUANTITY	PLANNED QUANTITY	TOTAL PLANNED SQUARE FEET	NOTES (Include any floor loading information)
upply - Workroom	100		1	100	
torage	50		1	50	
iles	100		1	100	
anitor Closet	50		1	50	
				-	
				-	
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Date: 09/23/2021

SPACE TYPE
Supply-Workroom
Storage
Janitor Closet
Files
High Density Files

PROJECT TITLE: NEW Richland Field Office

Page 6 Storage & Files

PROJECT TITLE: NEW Richland	Field Office				Date: 09/23/2021
nstructions: Identify the types of	f special areas that are ne	cessary for this fac	ility. See the guide	below the table for ty	ypes of space to consider in this category.
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PROGRAM SPECIFIC AREAS					
		SPACE CA	LCULATION		
	OOLIADE EEET			TOTAL DI ANNIED	
TYPE OF SPACE	SQUARE FEET	EXISTING	PLANNED	TOTAL PLANNED	NOTES
	PER SPACE	QUANTITY	QUANTITY	SQUARE FEET	
Staff Restroom	80			2 160	Staff Restrooms Men/Women
Jrine Analysis Restroom	100			1 100	Supervised Individual dedicated UA room
Intrance Lobby	275				Reception room w/30 min. Physical Attack Glass Standard
nterview Rooms	100				1 Supervised individual, 1 CCO for confidential checkin/casework
Evidence Room	50				Secured Storage for evidence
Armory	50			1 50	Secured storage for CCO issued wepons and tools.
					Detention Area: 1 Supervised Individual, 1 Corrections Officer, 1
Arrest Bench/Holding Area	100			1 100	Community Officer with secured bench for holding.
					1 Supervised Individual, 1 Corrections Officer or Legal
Polygraph Room	100				Representative.
Public Restrooms	80			2 160	Mens/Womens restrooms adjacent to lobby.
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OTAL SQUARE FEET FOR PRO	OCDAM SDECIEIC ADDA	•		1,495	
DIAL SQUARE FEEL FOR PRO	JURAIN SPECIFIC AREA	3		1,495	

SPACE TYPE	
Hearing & Interview	Laboratory
Health Care Delivery	Secure Storage
Service Delivery Lobby	Entrance Lobby
Client Poetrooms	Emergency Operations Center

Page 7 Program Specific

ROJECT TITLE: NEW Richland	d Field Office					Date: 09/23/2021
structions: Identify the types of	of space outside of the	circulation areas th	nat are necessary	for this facility.	See the guide belo	w the table for types of space to consider in this category.
REHOUSE AND SPECIAL EC	DUIPMENT					
			SPACE CAI	CULATION		
	CONDITIONED/				TOTAL	
TYPE OF ORACE	CONDITIONED/ NOT	SQUARE FEET	EXISTING	PLANNED	PLANNED	NOTES
TYPE OF SPACE		PER SPACE	QUANTITY	QUANTITY	SQUARE FEET	(Include any floor loading information)
	CONDITIONED				SQUARE FEET	, , ,
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TAL SQUARE FEET FOR WA	DELIGHEEC AND OD	CIAL FOURS	IT		-	

SPACE TYPE	
Shop	Loading Dock
Special Equipment Storage	Secure Vehicle Storage
Emergency Generator System	Vehicle Storage

Page 8 Warehouse & Special Equipment

LOCATION AND SITE REQUIREMENTS
Instructions: The information in this section will define the geographic location and site requirements for the proposed
new space. The information will be used to develop the Request for Proposals or Market Searches.
Provide requested geographic boundaries:
General vicinity of the City of Richland
Location restrictions, if any:
Proposed sites must be zoned appropriately for intended use (i.e. government office/sevice delivery). Proximity to
sensitive areas such as schools, daycares, parks, etc. to be evaluated on a site by site basis.
Define the service area using zip codes, cities, counties, or regions:
City of Richland
Describe any important adjacencies, such as proximity to a courthouse, a community partner, etc:
Perference of site near county jail, but this is not a requirement.
Define any public transportation requirements:
Within easy walking distance of public transportation routes.
Define any access requirements to major routes of travel:
Area served by public transportation.
Describe preferences for access and storage for alternative transportation modes (bicycles, motorcycles,
vanpools, charging stations for electric vehicles):
Per statute and code requirements, electric vehicle charger, dual head.
Describe any special site requirements (access, large turning radius, etc.):
Rear building exit with vehicle access for arrests and transports. Secured Parking for state vehicles.
Describe any special pedestrian access requirements:
Will this facility house public employees that may also serve the general public? ☐ Yes ☐ No
Describe any unique parking requirements:
Secured Parking for State Vehicles
Note: Generally, space is acquired with jurisdictional code parking. If the agency requires parking in excess of the
jurisdictional code, information can be found on the DES webite. Parking needs above code will be defined using the
established DES policies and resulting number of stalls should be included in the request for proposals or market
search.

Page 10 Location & Site